

ADMINISTRATIVE [REDACTED]

Approved For Release 2004/03/15 : CIA-RDP80M00165A001100120020-8

77-2352 ER STAT

19 SEP 1977

MEMORANDUM FOR: George L. Cary, Legislative Counsel
FROM : Acting Deputy Director Central Intelligence
SUBJECT : FY 1978 Equal Employment Opportunity Goals
REFERENCE : FY 1978 DCI Area EEO Plan

George:

1. Today I have approved the DCI Area FY 1978 EEO Planning Objectives (copy attached) which, among other things, establishes a target of 10% minority race professionals and 10% female professionals on duty in each office of the DCI Area by 30 June 1979. In view of authorized expansion and anticipated turnover in 1978 and 1979, I think you will agree that the coming months give us a unique opportunity to address and rectify the historical problem of minimum minority and female representation within the offices and staffs of the DCI Area. The DCI Area offices and staffs have not set a good example.

2. According to my information the achievement of a 10% goal means that there would be [REDACTED] minority race professionals and [REDACTED] female professionals on duty with your office. With your personal attention to achieving these goals, I think we can make it.

[REDACTED]
John F. Blake
Acting DDCI

Attachment

FY 1978 EEO Plan (DCI Area)

(EXECUTIVE REGISTRY FILE

P-1.2

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ADMINISTRATIVE [REDACTED]

STAT

DCI AREA FY 1978 EEO PLAN

<u>Objective</u>	<u>Actions</u>	<u>Responsible Office</u>	<u>Target Date</u>
1. Achieve a minimum minority professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head.	30 June 1979
2. Achieve a minimum female professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head.	30 June 1979
3. Develop a functional career counseling system for the Executive Career Service.	a. Design the system; b. appoint one senior career counselor in each office of the DCI Area; c. assure that each career counselor is trained to fulfill the responsibilities assigned.	Chairman, Executive Career Service Board and each Independent Office Head.	1 April 1978
4. Assure that at least one EEO Counselor in each office has received the prescribed formal training required for this responsibility.	Review the background of each individual appointed as an EEO Counselor and schedule training for those who must complete it.	Each Office Head.	1 April 1978
5. Study the possibilities and feasibility of establishing a more structured upward mobility program in selected offices of the DCI Area.	1. Attempt to identify certain positions which could be utilized to provide expanded career opportunities and enriched work experiences for qualified clerical employees of the DCI Area. 2. Establish the requirements for selection for assignment to these positions.	Each Independent Office Head and AO/DCI.	1 April 1978

SUBJECT: FY 1978 Equal Employment Opportunity Goals

STAT AO/DCI

Distribution:

Original - Addressee w/att

1 - AO/DCI w/o att

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ER STAT

19 SEP 1977

MEMORANDUM FOR: John H. Waller, Inspector General

FROM : Acting Deputy Director Central Intelligence

SUBJECT : FY 1978 Equal Employment Opportunity Goals

REFERENCE : FY 1978 DCI Area EEO Plan

John:

1. Today I have approved the DCI Area FY 1978 EEO Planning Objectives (copy attached) which, among other things, establishes a target of 10% minority race professionals and 10% female professionals on duty in each office of the DCI Area by 30 June 1979. In view of authorized expansion and anticipated turnover in 1978 and 1979, I think you will agree that the coming months give us a unique opportunity to address and rectify the historical problem of minimum minority and female professional representation within the offices and staffs of the DCI Area. The DCI Area offices and staffs have not set a good example.

2. According to my information the achievement of a 10% goal means that there would be [REDACTED] minority race professionals and [REDACTED] female professionals on duty with your office (including Audit Staff). With your personal attention to achieving these goals, I think we can make it.

[REDACTED]

John F. Blake
Acting DDCI

Attachment

FY 1978 EEO Plan (DCI Area)

STAT

DCI AREA FY 1978 EEO PLAN

Objective

1. Achieve a minimum minority professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.
2. Achieve a minimum female professional employment staffing level of 14% of authorized professional strength in each office of the DCI Area.
3. Develop a functional career counseling system for the Executive Career Service.

Actions

Internal transfer and external recruitment as necessary.

Internal transfer and external recruitment as necessary.

Responsible Office

Each Independent Office Head.

Each Independent Office Head.

Target Date

30 June 1979

30 June 1979

1 April 1978

Chairman, Executive Career Service Board and each Independent Office Head.

- a. Design the system;
- b. appoint one senior career counselor in each office of the DCI Area;
- c. assure that each career counselor is trained to fulfill the responsibilities assigned.

1 April 1978

4. Assure that at least one EEO Counselor in each office has received the prescribed formal training required for this responsibility.

Review the background of each individual appointed as an EEO Counselor and schedule training for those who must complete it.

1 April 1978

5. Study the possibilities and feasibility of establishing a more structured upward mobility program in selected offices of the DCI Area.

1. Attempt to identify certain positions which could be utilized to provide expanded career opportunities and enriched work experiences for qualified clerical employees of the DCI Area.
2. Establish the requirements for selection for assignment to these positions.

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1 September 1977

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ER STAT

19 SEP 1977

MEMORANDUM FOR: James H. Taylor, Comptroller
FROM : Acting Deputy Director Central Intelligence
SUBJECT : FY 1978 Equal Employment Opportunity Goals
REFERENCE : FY 1978 DCI Area EEO Plan

Jim:

1. Today I have approved the DCI Area FY 1978 EEO Planning Objectives (copy attached) which, among other things, establishes a target of 10% minority race professionals and 10% female professionals on duty in each office of the DCI Area by 30 June 1979. In view of authorized expansion and anticipated turnover in 1978 and 1979, I think you will agree that the coming months give us a unique opportunity to address and rectify the historical problem of minimum minority and female representation within the offices and staffs of the DCI Area. The DCI Area offices and staffs have not set a good example.

2. According to my information the achievement of a 10% goal means that there would be [] minority race professionals and [] female professionals on duty with your office. With your personal attention to achieving these goals, I think we can make it.

[]
John F. Blake
Acting DDCI

Attachment

FY 1978 EEO Plan (DCI Area)

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DCI AREA FY 1978 EEO PLAN

<u>Objective</u>	<u>Actions</u>	<u>Responsible Office</u>	<u>Target Date</u>
1. Achieve a minimum minority professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head.	30 June 1979
2. Achieve a minimum female professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head.	30 June 1979
3. Develop a functional career counseling system for the Executive Career Service.	a. Design the system; b. appoint one senior career counselor in each office of the DCI Area; c. assure that each career counselor is trained to fulfill the responsibilities assigned.	Chairman, Executive Career Service Board and each Independent Office Head.	1 April 1978
4. Assure that at least one EEO Counselor in each office has received the prescribed formal training required for this responsibility.	Review the background of each individual appointed as an EEO Counselor and schedule training for those who must complete it.	Each Office Head.	1 April 1978
5. Study the possibilities and feasibility of establishing a more structured upward mobility program in selected offices of the DCI Area.	1. Attempt to identify certain positions which could be utilized to provide expanded career opportunities and enriched work experiences for qualified clerical employees of the DCI Area. 2. Establish the requirements for selection for assignment to these positions.	Each Independent Office Head and AO/DCI.	1 April 1978

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19 SEP 1977

MEMORANDUM FOR: Anthony A. Lapham, General Counsel

FROM : Acting Deputy Director Central Intelligence

SUBJECT : FY 1978 Equal Employment Opportunity Goals

REFERENCE : FY 1978 DCI Area EEO Plan

Tony:

1. Today I have approved the DCI Area FY 1978 EEO Planning Objectives (copy attached) which, among other things, establishes a target of 10% minority race professionals and 10% female professionals on duty in each office of the DCI Area by 30 June 1979. In view of authorized expansion and anticipated turnover in 1978 and 1979, I think you will agree that the coming months give us a unique opportunity to address and rectify the historical problem of minimum minority and female representation within the offices and staffs of the DCI Area. The DCI Area offices and staffs have not set a good example.

2. According to my information the achievement of a 10% goal means that there would be [] minority race professionals and [] female professionals on duty with your office. With your personal attention to achieving these goals, I think we can make it.

John F. Blake
Acting DDCI

Attachment

FY 1978 EEO Plan (DCI Area)

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DCI AREA FY 1978 EEO PLAN

<u>Objective</u>	<u>Actions</u>	<u>Responsible Office</u>	<u>Target Date</u>
1. Achieve a minimum minority professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head.	30 June 1979
2. Achieve a minimum female professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head.	30 June 1979
3. Develop a functional career counseling system for the Executive Career Service.	a. Design the system; b. appoint one senior career counselor in each office of the DCI Area; c. assure that each career counselor is trained to fulfill the responsibilities assigned.	Chairman, Executive Career Service Board and each Independent Office Head.	1 April 1978
4. Assure that at least one EEO Counselor in each office has received the prescribed formal training required for this responsibility.	Review the background of each individual appointed as an EEO Counselor and schedule training for those who must complete it.	Each Office Head.	1 April 1978
5. Study the possibilities and feasibility of establishing a more structured upward mobility program in selected offices of the DCI Area.	1. Attempt to identify certain positions which could be utilized to provide expanded career opportunities and enriched work experiences for qualified clerical employees of the DCI Area. 2. Establish the requirements for selection for assignment to these positions.	Each Independent Office Head and AO/DCI.	1 April 1978

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